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EA

## Federal Emergency Management Agency

Washington D.C. 20472

December 1, 1981

MEMORANDUM FOR:

Associate Directors/Acting Associate Director  
 Office Directors/Acting Office Directors  
 Regional Directors/Acting Regional Director

FROM:

Louis O. Giuffrida  
 Director

SUBJECT:

Special Assistant to the Director for Security

Because there is a need for improving our FEMA-wide security policy, I have appointed George H. Smith to be my Special Assistant for Security. As such, he will have responsibility for supervision of the FEMA Security Office, FEMA Donohoe Building physical security, FEMA classified document unit, as well as responsibility for policy guidance and review of all security matters throughout FEMA. The Special Assistant for Security conducts his duties with the authority of my office.

The Special Assistant to the Director for Security will be charged with improving oversight responsibilities in matters associated with the security of classified information or work, as well as the protection of FEMA facilities and installations. He will also be charged with upgrading, integrating, and coordinating the various programs for personnel security, internal security, visitor control, physical security, ADP security, telecommunications security, security education and awareness, document and information control, and the coordination of activities associated with violations of Federal statutes affecting the security of Restricted Data, National Security Information, as well as strategic resources or installations.

In addition, I have established a "Task Force on FEMA Security Policy" within the office of the Executive Administrator to develop a single integrated approach to a FEMA-wide security program. The Task Force will conduct an analysis of the current FEMA security program to determine if security policies, procedures, and activities are fully responsive to various program office requirements and needs. The Task Force will work closely with your respective staffs. Mr. George H. Smith will direct the Task Force. Staff members from various FEMA offices will be required to support this effort. Mr. Smith will be in contact with you concerning the participation of key individuals who are considered necessary to this important FEMA effort.

I am directing you to cooperate to the fullest measure in supporting Mr. Smith and the Security Task Force. Attachment A contains the initial guidance for the organizational structure and responsibilities of the Special Assistant for Security.

Attachment

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